

**REQUEST FOR STATEMENT OF QUALIFICATIONS FOR
ARCHITECT/ENGINEERING (A/E) SERVICES
CONSTRUCTION MANAGER AT RISK PROJECT**

Project Name:	Advocacy Center
CIP Project Number:	MF2490
Contract Number:	321000202

Electronic Bidding Portal:

<https://bidders.e-builder.net/landing?bidpackageid=bf915116-8450-4ebe-a121-0b9309fb85a9>

1.0 REQUEST FOR QUALIFICATIONS

The Town of Gilbert invites qualified Architect/Engineering (A/E) firms with experience in the Construction Manager at Risk (CM@R) project delivery method to submit a Statement of Qualifications (SOQs) for the above referenced project.

Solicitation Transparency Policy: Beginning on the date this Solicitation is issued and continuing until either the date a contract is awarded or this Solicitation is withdrawn by Gilbert, all persons or entities who respond or intend to respond to this Solicitation, including without limitation their employees, agents, representatives, partners, subcontractors, consultants, joint venturers, members, lobbyists, or attorneys (collectively, “Proposers”), shall only discuss matters associated with this Solicitation with the Procurement Officer designated in this Solicitation and shall not have any direct or indirect contact about this Solicitation with any other Town staff or Town official, including, without limitation, members of the evaluation panel, the Town Manager, Assistant Town Managers, the Mayor, or any member of the Gilbert Town Council. As long as the subject matter of the Solicitation is not discussed, Proposers may continue to conduct business with Gilbert.

Notwithstanding the foregoing, Proposers may discuss this Solicitation with the Mayor or a member of the Gilbert Town Council, provided such meetings are scheduled through the Procurement Officer listed on this Solicitation, conducted in person at Gilbert Civic Center, Town Hall Administration Building, 50 East Civic Center Drive, Gilbert, Arizona 85296, and are posted as open meetings by the Town Clerk at least twenty-four (24) hours prior to the scheduled meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **Proposers who violate this policy shall be disqualified from participating in this Solicitation.**

2.0 INSTRUCTIONS

Sealed Statements of Qualifications (SOQs) will be received electronically via the Town of Gilbert’s e-Builder electronic bidding platform until **2:00 p.m. Arizona time, January 27, 2021.**

The SOQ shall include a maximum of nine (9) pages to address the SOQ criteria specified (including organization chart). Exhibit A shall not be counted toward the page limit.

Please be advised that failure to comply with the following criteria will result in disqualification:

- Receipt of submittal via e-builder portal by the cut-off date and time specified.
- Adherence to maximum page requirements.

Adherence to the maximum page criteria is critical; each page side (maximum 8-1/2" x 11") with criteria information will be counted. Pages and tabs that have project photos, charts, graphs or criteria information will be counted towards the maximum number of pages. The minimum allowable font size shall be 11.

Front and/or back cover pages, if provided, will not count towards the page limit. A one-page cover letter may be provided, but is not required and will not count towards the page limit. Resumes of key personnel may be included in an appendix and will not count towards the page limit.

A pre-submittal conference will be held on **January 19, 2021 at 9:00 am, MST** as a Microsoft Teams Meeting: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzU4NzA3YWEtNTU0My00MzkxLWEyMWUtOTMxYjk0ZGRkNjZl%40thread.v2/0?context=%7b%22id%22%3a%22a562d2d-fcdc-4929-be1e-96860c5d7b0b%22%2c%22oid%22%3a%226bf2aa75-d9aa-4adc-a92a-0a6d198d81f9%22%7d

The “copy/paste” link can be found in the document “MF2490 – A/E RFQ Useful Links”. The preceding hyperlink can be used to join the meeting or you may contact Jack Gierak at the email address above for an invitation anytime up to one hour prior to the start of the meeting. There is no “phone in” number for the meeting but Microsoft Teams can be accessed on a mobile device if you have the Teams App.

Attendance at this meeting is not mandatory but it is recommended since vital information necessary to the understanding of the Project and the selection process will be discussed.

3.0 GENERAL DESCRIPTION OF PROJECT

In general GILBERT intends to design and construct an Advocacy Center to provide comprehensive services to victims of violence and neglect in a safe, confidential and supportive environment.

The Advocacy Center aims to accomplish this by:

- Providing a coordinated, specialized approach from expert professionals to reduce stress during the investigation and response to crimes of interpersonal violence.
- Providing services in a comfortable, convenient location sensitive to victims' needs.
- Minimizing trauma and re-victimization by limiting the number of interviews and medical exams to which victims are subjected.
- Ensuring forensic interviews and medical exams are conducted by specially trained personnel and the future facility can accommodate it.

- Providing advocate services on site to facilitate referrals and other resources to victims and their families.
- Ensuring victims receive respect and dignity throughout their navigation of the criminal justice system.

The more specific scope associated with required services in initial phase would include:

The predesign tasks associated with proposed Advocacy Center to be located in Gilbert. This facility will allow police, social workers, Department of Child Safety agents, Office of Child Welfare Investigations officials, prosecuting attorneys and on-site physicians to work together to reduce the trauma of physical and sexual abuse; a place where victimization is transferred into empowerment. The scope of this project will include in general but may not be limited to: space and amenities programing, site selection and evaluation, budgeting and estimating (including ongoing O&M costs). At the Town discretion, the selected consultant may be awarded future design and post design services.

One firm may be awarded the contract. There will be a single final list of at least three and not more than five firms.

4.0 SCOPE OF WORK

The responsibilities of the A/E are set forth in the attached Pro forma contract for A/E services (Form CIP4.2.3) and Scope of Work (Form CIP4.2.5). The total program budget for the project is approximately \$16,288,000, including soft/hard and internal/external costs.

5.0 SOQ FORMAT AND SCORING

The SOQ shall be formatted and scored as follows:

MANAGEMENT	MAXIMUM SCORE
Project Understanding and Management Approach	25
Schedule and Cost Control Ability	5
Quality Control Ability	5
EXPERIENCE	
A/E Firm Experience and Capability for Work	20
Proposed Project Manager	10
Proposed Project Staff	10
Programing, Estimating/Budgeting, Site Validation Abilities and Approach	10
REFERENCES	
References (Past performance verification)	<u>15</u>
Total Maximum Points	100

6.0 SELECTION PROCESS

- 6.1 Selection Committee:** A Selection Committee will review the Statements of Qualifications and develop a final list with a minimum of three (3) firms based on the included “Evaluation Criteria”. The criteria to be used to determine the order of firms on the final list are set forth in Section 5.0. The firms appearing on the final list will be invited to participate in an interview with the Selection Committee.
- 6.2 Contract Negotiation:** Upon completion of the final rankings, GILBERT will enter into negotiations with the highest ranked firm for a pre-construction phase services contract for the Project. If a contract cannot be successfully negotiated with the highest ranked firm, then negotiations will be terminated with that firm and GILBERT will enter into negotiations with the next highest ranked firm until an agreement is reached or an impasse is declared.
- 6.3 Selection Policy:** It is GILBERT’s policy that design services and project/construction management services on this project be accomplished by different Firms. As such, if a Firm is selected to provide architect/engineering services or as a subconsultant to the architect/engineer, it will not be eligible to provide the project/construction management services on the Project. Likewise, if a Firm is selected to provide project/construction management services, it will not be eligible to provide the design services on the Project. Different firms sharing common ownership shall not be accepted.
- 6.4 Key Personnel:** The Firm shall ensure that Key Personnel identified in its SOQ shall be the Key Personnel assigned to the project. Such Key Personnel shall not be replaced without prior written acceptance of GILBERT. Unauthorized replacements will result in disqualification of the proposal or breach of the PM/CM agreement.

7.0 CONTENTS OF SOQ

Statements of qualifications shall be scored in accordance with Section 5.0 and contain the following information:

- 7.1 Project Understanding and Management Approach:** Response must demonstrate your comprehension of the objectives and services for the proposed contract. Do not merely duplicate the anticipated Scope of Work described in this Request for Qualifications (RFQ).
- Describe and demonstrate your firm’s/team’s comprehension of the goals and objectives of this project.
 - Describe your proposed team’s approach to managing the design of this project.
 - Discuss whether the statement of services is sufficiently explicit for the proposed work.
 - Discuss the major issues your team has identified on this project and how you intend to address those issues.
 - Define any assumptions made in formulating criteria response.

- 7.2 Schedule and Cost Control Ability:** Response must demonstrate firm's ability to manage the A/E schedule and budget throughout all phases of the project. Describe the method(s) your proposed team will employ for this project.
- 7.3 Quality Control Ability:** Response must demonstrate firm's ability to provide quality control oversight of A/E activities throughout all phases of the project. Describe the method(s) your proposed team will employ for this project.
- 7.4 Firm Experience and Capability for Work:** SOQ's shall list up to three (3) projects including Design-Build and CM@R projects awarded to your firm for A/E services during the last eight (8) years. Arizona projects are preferred. For each project provide the project description, client name and contact, award date (note if pending), construction costs, status of completion, and estimated completion date. As part of the selection process, the Town will consider the size and complexity of the project under consideration, the resource investment of the firm in other current projects, and the amount of previous work recently performed.

Provide an organization chart showing key personnel identified in 7.5 and 7.6 below. The chart shall indicate lines of authority, points of contact, and percentage of weekly times that each individual will be committed to this project.

- 7.5 Proposed Project Manager:** Response must name the Project Manager directly responsible and engaged in the work. Describe the work to be performed and detail the project manager's specific qualifications and experience directly related to the proposed A/E services contract. A response prepared specifically for this proposal is required. Focus on the proposed project manager's specific duties and responsibilities and how project experience is relevant to the proposed contract.

- Identify the employer.
- Include Professional Registrations if applicable.
- Indicate length of time with firm.
- Indicate state of residency.
- Describe the individuals' qualifications in terms of education and experience.
- List a minimum of three similar projects in scope and complexity for which the individual has had design managerial responsibility.
- List professional references (contact persons and telephone numbers) for the projects listed above.
- Discuss both current and potential time commitments of the proposed Project Manager to all clients.

- 7.6 Proposed Project Staff:** Response shall name the key staff from the firm, and its subconsultants who will perform the functions deemed necessary to accomplish the A/E services for the proposed project. Describe the work to be performed by each key staff member and detail their specific qualifications and experience directly related to the proposed A/E services contract. A response prepared specifically for this proposal is

required. Focus on the individuals' specific duties and responsibilities and how project experience is relevant to the proposed contract. For each key staff member of the firm and its consultants who will be involved in the project provide the information requested below.

- Identify the employer.
- Include Professional Registrations if applicable.
- Indicate length of time with firm.
- Indicate state of residency.
- Identify the staff members' responsibility on the proposed project.
- Describe the individuals' qualifications in terms of education and experience, including design experience and any particular style and skills that will benefit this project.
- List a minimum of two similar projects for which the individual has had similar responsibility.
- List professional references (contact persons and telephone numbers) for the projects identified above.
- Discuss both current and potential time commitments of the key staff members to all clients.

7.7 Programing, Estimating/Budgeting, Site Validation Abilities and Approach: In this section specifically describe and demonstrate your experience and abilities in assisting and leading the planning and the pre-design effort. Demonstrate your abilities in programing (for short, mid and long-term needs), sizing, identifying needed and required amenities, cost modeling, estimating, and evaluating the site.

8.0 PAST PERFORMANCE VERIFICATION FORM (PPVF)

GILBERT desires to receive feedback on past performance of your projects. E-mail a copy of the attached Past Performance Verification form to Public/Private Agencies, for which you have **substantially completed similar work**, to fill out for three (3) similar projects. Provide this form to the Owner, or Owner's representative, **directly responsible for oversight of the project** to complete and submit via the email address on the form prior to the date and time listed on the form. If your firm has completed previous **similar** work for the Town of Gilbert it is recommended that you utilize this experience. If your firm has not completed prior projects with the Town you will not be penalized.

Please list the agency or firm name, address, phone number and contact information for the Agency that will be providing the Past Performance Verification Form on attached **Exhibit A and include as an appendix to the SOQ**. Past Performance Verification Forms will only be accepted from the Agencies listed on Exhibit A.

Zero points will be awarded for projects:

- If Exhibit A is not included in the SOQ.
- If a PPVF is received after the date and time specified on the form.
- If a project is not listed on Exhibit A.
- If a project submitted is not substantially complete (design phase).
- If the firm submitting was not the **prime architect**.
- If the person responding was not directly responsible for project oversight.

It is the **responsibility of the firm submitting** the SOQ to ensure that GILBERT receives **all** of the Past Performance Verification Forms prior to the deadline.

9.0 TOWN OF GILBERT CONTACT

Questions to be directed in writing to Jack Gierak electronically. Questions must be received by **5:00 p.m. (AZ time) on January 19, 2021** at so that responses may be posted to the e-Builder site. All questions must be submitted by either of the following methods:

- E-Builder Bidding Platform:
<https://bidders.e-builder.net/landing?bidpackageid=bf915116-8450-4ebe-a121-0b9309fb85a9>

10.0 TERMS AND CONDITIONS

This RFQ does not commit GILBERT to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.

- 10.1 GILBERT reserves the right to extend the date by which the submittals are due.
- 10.2 GILBERT reserves the right to cancel, in part or in its entirety, this RFQ including but not limited to: selection schedule, submittal date, and submittal requirements. If GILBERT cancels or revises the RFQ, such action shall be published as an addendum to the RFQ.
- 10.3 All submittals become the property of GILBERT. Except for the name of firms on the final list, no information contained in a Statement of Qualifications shall be made public until after award and execution of a contract with an A/E firm.
- 10.4 GILBERT reserves the right to request additional information and/or clarifications from any or all Respondents to this RFQ.

11.0 EQUAL OPPORTUNITY

GILBERT is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit Statements of Qualifications on the Project.

12.0 PROTEST POLICY

The protest policy of the Town of Gilbert is attached.

All addenda, as well as questions from submitters and answers from the Town, will be posted on the e-Builder portal. It is the submitting firm's sole responsibility to ensure that they have read all posted information prior to submitting their SOQ.

Attachments:

Exhibit A: Past Performance Verification Evaluation Submittals
Past Performance Verification Form
Pro forma contract for A-E Services
Pro forma scope for A-E Services
E-Builder Bidding Instructions
MF2490 RFQ Useful Links (word document)
MF2490 Process Timeline
MF2490 CIP Sheet FY21 CIP Book